



## Iowa General Assembly Lobbyist Registration and Declaration Legislative Services Agency – Computer Services Division Iowa General Assembly

To open the Lobbyist Application, go to the Legislative home page [www.legis.state.ia.us](http://www.legis.state.ia.us), click on the “**Lobbyist Information**” tab and, under the heading “Lobbyist Online Declaration System,” click the link entitled “**Lobbyist Registration and Declarations.**”

### To register:

1. Click “**here**”.
2. Complete the form.
3. Click **Submit**.
4. You will be notified when your account is activated.

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User-ID:   
Password:   
☐ Forgot Password

Forgot Your Lobbyist Registration Password? Enter your user-id and check the box and we'll e-mail you the password. If you didn't provide a valid e-mail address when creating your account, call the Lobbyist Clerk at 515-281-5381.

If you are an unregistered lobbyist click **here** to register.

\* There is also a “Forgot Password” link, which will assist you if you cannot remember your password. Enter your User ID and check the “Forgot Password” box.

**Lobbyist Registration**

First Name  Last Name   
Input your User-ID:   
Input your password:

Special characters are not allowed in names or passwords  
Lobbyist registration's can only be approved after the lobbyist clerk receives a paper copy of the Lobbyist Registration Form, which can be found here at [Registration Form](#)

### Update Your Account:

1. Click on “**My Account**” tab.
2. Complete update changes. (It will take you through a series of three steps.)
3. Click **Next** after completing Steps 1 & 2, then click the **Commit Update** button at the end of Step 3.

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Profile Legal Interest

Lobbyist Update (Step 1 of 3)

First Name: Mickey  
Last Name: Mouse  
User ID: mickeymouse  
Street Address: 111  
City: Des Moines State: IA Zip Code: 50319  
Phone: 515-132-1234 (format 000-000-0000)  
Cell Phone: 515-555-7841  
Date: November 22, 2006 (date last validated)  
Email: mickey.mouse@legis.ia.us  
Status (A): ☒ Active ☐ Inactive  
Setting a lobbyist inactive will disable the sign on until the Lobbyist Clerk resets it.  
Preferred method of Contact: ☐ Phone ☐ Cell Phone ☐ Email

**My Declarations:** You may view and print your declarations here.

Declarations	Declare Yourself	Declare Multiple	Declare Others	Edit Declaration	Lock Bill
Declarations by Lobbyist Mickey Mouse					
<a href="#">Print</a>					
Bill	Declaration	Client	Date	Time	By
HF100	Against	AAA Minnesota/IA	November 22, 2006	09:51:06 AM	Mickey Mouse
HF100	For	Access Inc.	November 22, 2006	09:50:29 AM	Mickey Mouse
HF123	Undecided	Citi Group	November 22, 2006	09:50:29 AM	Mickey Mouse
HF123	For	CGI	November 22, 2006	09:50:29 AM	Mickey Mouse
HF100	Undecided	Metro Transit Authority	November 22, 2006	09:50:29 AM	Mickey Mouse

Color	Declaration
Yellow	Undecided
Green	For
Orange	Against

### Associate Clients to your Account:

1. Click “**Clients**” tab.
2. Add clients to your list by clicking the **Add** link next to the desired client under the “Potential Clients” list. (If a Client is not on the existing list, please contact legislative staff.)
3. Click the **Remove** link under the “Current Client” list to delete a client from your account.

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The Current Clients are clients that you can currently declare for.  
Potential Clients are clients that you may add to your Current Clients list.  
If a client isn't in the Potential Clients list please call the lobbyist clerk at 515-281-5381.

Select Clients for Current Clients	
AAA Minnesota/IA	<a href="#">Remove</a>
Access Inc.	<a href="#">Remove</a>
CGI	<a href="#">Remove</a>
Citi Group	<a href="#">Remove</a>
HealthSouth	<a href="#">Remove</a>
IA Assn. of Criminal Defense Lawyers	<a href="#">Remove</a>
Metro Transit Authority	<a href="#">Remove</a>
Potential Clients	
2005 Apartment Owners Coalition	<a href="#">Add</a>
2006	<a href="#">Add</a>
3M Corporation	<a href="#">Add</a>
8th Judicial Dist. Dept. of Correctional Serv. & Comm. Correction Improvement Assn	<a href="#">Add</a>
AAA Pest Control	<a href="#">Add</a>
AARP Iowa	<a href="#">Add</a>
ABATE of Iowa	<a href="#">Add</a>
Academy of Ophthalmology, Inc.	<a href="#">Add</a>
Academy of Trial Lawyers	<a href="#">Add</a>
Accountants Assn. of Iowa	<a href="#">Add</a>
ACS State Healthcare	<a href="#">Add</a>

### To Declare on a Bill:

1. Click on the “**My Declarations**” tab.
2. Click the **Declare Yourself** tab along the top of the screen.
3. Enter the **Bill Number**.
4. Select **Position**. (For, Against, or Undecided)
5. Select **Client** from the drop down list.
6. Click **Submit**.

Declarations Declare Yourself Declare Multiple Declare Others Edit Declaration Lock Bill

Bill Declaration

Bill Number	Position	Clients/Lobbyist
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority
<input type="text"/>	For <input type="radio"/> Against <input type="radio"/> Undecided <input type="radio"/>	Lobbyist: Mickey Mouse Client: Metro Transit Authority

**Associates** - People that you have given the ability to declare on your behalf.

**To Add an Associate:**

1. Click the **“Associates”** tab.
2. Click the **Add Associates** tab along the top of the screen.
3. Select an associate by clicking on their name and then click **Submit**.

**To Remove an Associate:**

1. Click **Remove Associates** tab along the top of the screen.
2. Select an associate and click the **Remove** link.

**To View Associations:**

1. Click the **Associates** tab. A list showing all associations given to you and that you have given will appear.

**To Choose a Sub Administrator:**

1. Click the **Sub Administrator** tab at the top of the screen.
2. Select a Sub Administrator from the list and then click the **Submit** button.

Rights granted by		to this Lobbyist	
First	Last	First	Last
Donald	Duck	Mickey	Mouse
Mickey	Mouse	Donald	Duck

**Lock a bill** – Locking a bill will allow no other person the ability to make changes on your behalf on that bill. All associations will be invalid for that bill.

**To lock a bill:**

1. Click the **“My Declarations”** tab.
2. Click the **Lock Bill** tab along the top of the screen.
3. Enter the desired Bill Number.
4. Click **Submit**.

Input Bill To be Locked

Cancel Submit

No Locked Bills

**To remove a lock:**

1. Click the **Lock Bill** Tab
2. Click **Remove** by the desired bill number.

Input Bill To be Locked

Cancel Submit

Bill Type	Version	Date	Remove
HF	100	November 22, 2006	Remove

**Declare Multiple** – Allows you to declare for multiple people and clients at one time. To begin, click the **“My Declarations”** tab, then click on the **Declare Multiple** tab along the top of the screen.

1. Enter the Bill Number.

2. Select a Client from the drop down list.

3. Select the Declaration.

4. Check the boxes of the desired associates.

5. You may change individual declarations by using the drop down arrows.

6. Click **Next**.

7. Click **Next** again.

**To Fill Out Lobbyist Reports Online:**

1. Click on the **“Reports Menu”** tab.
2. Click the **File Monthly Lobbyist Report** link.
3. Read the information screen and then click **Next**.
4. Choose the time period covered for the report and click **Next**.
5. Select the clients represented by the report by checking/unchecking the boxes next to them. Click **Next**.
6. Enter each campaign contribution you have made during the time frame of the report and click **Next**.
7. List your expenditures during the time frame of the report and click **Next**.
8. Review your report to make sure all information entered is correct and then click the **Confirm Report** button.
9. Your report has been filed.

\* You can also reset your password (**Reset Password** tab), print any of your information (**Print Options** tab), and view a help file for the program (**Help** tab) by clicking on the various tabs along the left-hand side of the screen.

\* It is important that you sign out of the program before you exit the application. To sign out, simply click the **Sign Out** tab. You will see the message below insuring that you have successfully exited the program.

Your have left the Lobbyist system